

May 13, 2004
Northgate Stakeholders Group Community Forum
Draft Approach

Publicity

The event needs to be publicized well in advance, using a number of different outreach methods (existing newsletters, website, local newspapers, personal communications, etc). The intention is to reach the greater Northgate community. An agenda should be made available in advance so that attendees with limited availability can tailor their attendance to suit their interests.

Purposes

The purposes of the community forum are to give the Northgate Stakeholders Group the opportunity to:

- Describe to the public the Stakeholders Group process as defined in City Council Resolution 30642 and identify the issues the City has asked the group to offer its advice on;
- Indicate the three issues the Group is in the process of developing advice concerning (the South Lot development, drainage issues, and the scope of the Coordinated Transportation Improvement Plan); advice on these issues is due to the City in June;
- Report the discussions the Stakeholder Group has had around each of these issues and the options or alternatives the group is considering for its advice; and
- Ask for the public's input so the Stakeholders Group will have the benefit of this input prior to finalizing its advice to the City.

Approach

The proposed approach is for the Stakeholders Group to host a combined open house/public meeting. The roles of the stakeholders will be to answer questions about the stakeholders group process, to describe the group's work to date on specific issues, and to hear the public's input on the issues. The proposed format is as follows:

Open House: 6:00 PM – 6:50 PM

The open house will give the public an opportunity to review informational materials and graphics related to

- South Lot development concepts,
- drainage options, and
- the Coordinated Transportation Improvement Plan.

Stakeholder group members, City staff, and consultants will be available to talk informally with the public about the specific issues the group is addressing. Open house participants will be able to write comments on comment sheets or on a flip chart located next to the visuals for each issue. These comments will be included in the meeting summary.

Public Meeting: 7:00 PM – 9:00 PM

- The first few minutes will be used to describe the format for the meeting.
- The remainder of the meeting will be divided into thirds so an equal amount of time will be devoted to each issue.
- Consideration of each issue will begin with a stakeholder group panel presentation followed by public comment. Volunteers from the stakeholders group will serve on the panels. Protocols on how information is to be presented will be provided.
- At the conclusion of the time allotted for the first issue, a second panel presentation and public comment period will be held, followed by a third.
- Citizens will be encouraged to write their thoughts on comment cards both to speak from and to turn in to be included in the meeting summary.
- The facilitation team will provide both a verbatim summary as well as a summary of the key themes from the input for consideration by the stakeholders group.

Stakeholder Group Panels (8-10 minutes each)

- A panel of three stakeholders will briefly describe the issue the group is being asked to advise the city on, report on the discussions the stakeholders have had concerning the issue, and indicate options or alternatives that have emerged in the group's discussions.
- The stakeholders will then ask the public to offer comments.

Public Input (30 minutes each)

- During the public comment period, meeting participants will be asked to offer their most important input in 1-2 minutes. The intent of the time limitation is to allow as many people as possible to offer their ideas on a given issue. (The full text of all written comments will be included in the meeting summary.)
- A moderator/time keeper will help the process move smoothly.